

 City of Mount Gambier	<b>COUNCIL POLICY</b>  <b>Responsible Use of Artificial Intelligence Policy</b>	Version No:	1
		Issued:	17 June 2025
		Next Review:	June 2026

## 1. Introduction

The City of Mount Gambier acknowledges that the increasing adoption of Artificial Intelligence (AI) is reshaping the economy, society and government. This Policy aims to ensure that the City of Mount Gambier plays a leadership role in embracing AI for the benefit of the community, while ensuring its safe, ethical and responsible use, in line with community expectations.

The purpose of this Policy is to outline the principles and guidelines for the use of AI and other algorithmic systems within the City of Mount Gambier. For the purposes of this Policy, "AI" refers to technologies that use algorithms to detect, analyse, and replicate patterns in data, encompassing tasks such as data analysis, predictive modelling, natural language processing, and automated decision-making. This Policy aims to ensure that these technologies are used responsibly, ethically, and in a manner that aligns with our organisational values and objectives, while remaining adaptable to advancements in technology.

This Policy aims to achieve the following objectives:

- Provide a unified approach to engage with AI confidently, safely and responsibly, and realise its benefits;
- Strengthen public trust in Council's use of AI by providing enhanced transparency, governance and risk assurance; and
- Embed a forward leaning, adaptive approach for Council's use of AI that is designed to evolve and develop over time.

## 2. Statement of Principle

The City of Mount Gambier is committed to the following principles, which govern the engagement with, promotion of and use of AI within the organisation:

1. **Transparency:** AI systems will be transparent and explainable. Council must understand how AI decisions are made and be able to explain these decisions to stakeholders.
2. **Accountability:** Council is accountable for the outcomes of AI systems they develop or use. Any issues or biases identified will be promptly addressed.
3. **Ethical Use:** AI will be used in ways that respect human rights, privacy, and dignity. It shall not be used to discriminate or harm individuals or groups.
4. **Compliance:** All AI applications must comply with relevant laws, regulations, and industry standards.

## 3. Definitions

**Act** means the *Local Government Act 1999*.

**Artificial Intelligence (AI)** means a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments.

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**Bias** means an inclination or prejudice for or against one person or a group of people that is unfair. For example, over representation of negative stereotypes, exclusion of a particular group of people or drawing from data-sets that are not relevant to Australian law.

**Confidential data** means any information that is expressly prevented from public release by Council's orders, or any information that is likely to become subject to Council confidentiality orders, or any information not publicly available.

**Generative Artificial Intelligence** (GenAI) means a range of technologies that leverage data, machine learning and prompts to create new data (such as text, images, video, audio and similar content).

**Inhuman or inhumane writing** refers to content generated or assisted by AI that lacks empathy, ethical awareness or sensitivity to human context, potentially resulting in offensive, insensitive or dehumanising communication.

**Personal data** means a broad range of information that could identify an individual. What is personal information may vary, depending on whether a person can be identified or is reasonably identifiable in the circumstances, and may include information such as a person's name, signature, address (postal and/or email address), phone number, date of birth, photographs, IP addresses, voice print, biometrics and location information.

**Sensitive data** means personal data that includes information or opinion about an individual's racial or ethnic origin, political opinions or associations, religious or philosophical beliefs, trade union membership or associations, sexual orientation or practices, criminal record, health or genetic information and biometric information.

## 4. Scope

This Policy is made in accordance with section 132A of the *Local Government Act 1999* (the Act) and section 19 of the *Work Health and Safety Act 2012* and is applicable to all Members, employees, contractors, and third-party partners (including consultants) who use AI technologies in their work for or with the City of Mount Gambier.

## 5. Policy

### 5.1 Legislation and Standards

The Policy aims to ensure that permitted use of Council's corporate information is consistent with relevant legislation, policy and best practice regulating:

- *Copyright Act 1968* (Cth) and patent materials
- Anti-discrimination legislation

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- Defamation legislation
- The *Spam Act 2003* (Cth), *Privacy Act 1988* (Cth) and South Australian Department of Premier and Cabinet's Information Privacy Principles Cabinet Administrative Instruction
- Practices regulating discriminatory speech and the distribution of illicit or offensive materials

## 5.2 Guidelines for the Responsible Use of AI

The City of Mount Gambier commits to abide by the following guidelines for responsible use of AI.

### **AI Tools:**

- Ensure AI tools are used to inform thinking and decision making, but do not replace the need for critical thinking and human judgement.
- Specifically consider and regulate which AI tools are approved for use within the organisation.
- Establish and maintain controls that allow or restrict the use of AI outputs, particularly for further training and development of AI systems.

### **Intellectual Property (IP) Protection:**

- Ensure that sensitive business plans, ideas, and proprietary information are not shared or stored in unsecured or free AI tools.
- Emphasise the importance of safeguarding IP to prevent access to valuable organisational insights, protected information (of Council or of stakeholders), confidential information, or sensitive information.

### **Legislation and Compliance:**

- Ensure that employees are aware of and comply with relevant IP laws, copyright regulations, and data privacy laws when using AI.
- Incorporate guidelines for AI usage that align with existing legal frameworks, ensuring outputs adhere to these standards.

### **Community Engagement:**

- Clearly outline where and how AI is used in content creation or other deliverables.
- Identify and disclose any AI-generated content, maintaining transparency throughout the relevant project, service and/or workstream lifecycle.

### **Addressing Contentious Issues:**

- Develop and implement strategies to mitigate misinformation and address other contentious issues within AI outputs.
- Explore ways to positively influence public discourse by ensuring AI is used ethically and responsibly.

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**Data integrity and accuracy:**

- Remain responsible and accountable for any work outputs utilising AI, including critical assessment of all AI generated outputs and validation of quality and accuracy with other sources.
- Address potential plagiarism issues, especially in scenarios where AI-generated content might lead to outputs that look and feel identical.
- Implement measures to ensure originality and authenticity in AI-generated content.

### 5.3 Ensuring the Responsible Use of AI

The City of Mount Gambier shall utilise the following measures to continuously monitor responsible use of AI within the organisation:

- **Data Management:** Ensure data used for AI is accurate, relevant, and obtained ethically. Data sets likely to be regularly drawn on should be regularly reviewed and updated to maintain its quality, accuracy and relevance.
- **Bias Mitigation:** Implement measures to identify and mitigate biases in AI systems. Regularly audit AI systems and tools for fairness and equity.
- **Security:** Protect AI systems and data from unauthorised access, breaches, and other security threats.
- **Training:** Provide ongoing training for employees on AI technologies, ethical considerations, and best practices to consistently ensure competent and ethical use.

### 5.4 Roles and Responsibilities

- **Elected Council:** Set the Policy direction and appetite for use of generative AI in Council.
- **Executive Leadership Team (ELT) and Management Team:** Oversee the implementation and adherence to this Policy, including appropriate governance and guidelines that support the safe and ethical use of AI.
- **Employees:** Follow the guidelines and principles outlined in this Policy and any associated documents. Report any concerns or issues related to AI use to the relevant people leader.
- **Information, Technology and Systems Business Unit:** Ensure the technical infrastructure supports secure and ethical AI use. Provide technical support and guidance to employees and people leaders as required.

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## 5.5 Quality Service Delivery Controls

AI tools are not a replacement for critical thinking or decision-making. Users cannot outsource their thinking to any technology and generative AI and/or other technologies cannot be used for strategic decision-making.

Users of generative AI tools should be aware of, and correct for, the inherent risks of these technologies, which include (but are not limited to):

- Bias and equity
- Data privacy
- Misinformation
- Malicious use of data by third parties
- Copyright, trademarks and plagiarism
- Inhuman or inhumane writing
- Erosion of credibility and trust.

Overt disclosure of AI tools utilised builds trust through transparency and may assist in early error or bias detection. Consideration shall be given to including information about which tool has been used, how it has been used and the outputs produced, on a case-by-case basis as appropriate.

AI content will not be solely relied upon as an information source, and fact checking will be undertaken via other, reliable sources.

## 6. Review of Policy

Due to the pace of change associated with the responsible use of Artificial Intelligence, Council will review this Policy annually, or upon significant legislative change as required. The Council may, at any time by resolution, alter, or substitute, or revoke this Policy.

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File Reference:	AF25/23336
Applicable Legislation:	Local Government Act 1999 Privacy Act 1988 (Cth) South Australian Department of Premier and Cabinet's Information Privacy Principles Cabinet Administrative Instruction Copyright Act 1968 (Cth) Spam Act 2003 (Cth)
Strategic Reference:	Priority 2: Learning and Innovation Priority 3: Infrastructure and Services Priority 6: Excellence in Leadership and Governance
Related Policies:	Information Security Policy Privacy Policy P155 Risk Management Policy
Related Procedures:	Responsible Use of Artificial Intelligence (AI) Administrative Principle Code of Conduct – Behavioural Expectations for Staff of Council
Related Documents:	Commonwealth of Australia, Digital Transformation Agency, Policy for the Responsible Use of Artificial Intelligence (2024) Government of South Australia, Department of the Treasury and Finance, Guideline for the use of Generative Artificial Intelligence and Large Language Model Tools Local Government Association of SA (LGA), Local Government Information Technology SA (LGITSA), LG Professionals SA (LG Pro) and Local Government Risk Services (LGRS) – AI Adoption Toolkit for South Australian Councils Local Government Risk Services (LGRS) and Local Government Association Asset Mutual Fund(LGAAMF) – Generative Artificial Intelligence (AI) Risk Management

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